

Class Title:	ECD Regional Director
Position Location:	Chattanooga, Tennessee
Department:	Economic & Community Development
Reports to:	Assistant Commissioner, Business Development
Anticipated Start Date:	May 2014

About The Department of Economic & Community Development:

The Tennessee Department of Economic and Community Development's mission is to make Tennessee the No. 1 location in the Southeast for high-quality jobs. The department seeks to accomplish this mission by attracting new corporate investment to the state, helping existing Tennessee companies expand, promoting trade and entrepreneurship and providing various other forms of support to Tennessee businesses and communities. To find out more, please visit www.tn.gov/ecd.

Summary: The Tennessee Department of Economic and Community Development (ECD) is charged with helping achieve Governor Bill Haslam's goal of making Tennessee the No. 1 location in the Southeast for high-quality jobs. ECD is currently seeking to hire a Regional Director for its Southeast-based Tennessee Jobs Base Camp, which encompasses Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, and Sequatchie counties. The Regional Director is responsible for leading the Governor's economic development efforts in Southeast Tennessee and he/she shall serve as the primary point of contact in the region for all issues relating to job creation. The Regional Director is responsible for attracting new businesses, helping existing businesses expand and supporting other regional economic development efforts. This position requires a great deal of drive, strong leadership and communication skills, an ability to work with a wide variety of stakeholders and a positive team orientation.

Key Responsibilities:

The Regional Director will be responsible for all job creation activities in the Southeast Tennessee region, including:

- working with partners to connect with leading employers in the region to help those companies expand;
- working with partners to attract new businesses to the region;
- making presentations at events with regional business leaders and other key stakeholders to share information about ECD's programs and activities;
- supporting ECD's efforts to promote entrepreneurship; and
- managing a staff of two ECD professionals in helping to execute the above activities

Candidate Requirements:

ECD is seeking a highly motivated leader with private sector experience and knowledge of the Southeast Tennessee region to serve as the Regional Director of the Southeast Tennessee Jobs Base Camp. Candidates must hold a bachelor's degree or higher and some Economic Development and/or Business Development experience is preferred. Candidates must be self-starters, have experience managing multiple tasks simultaneously in a fast-paced and high-intensity environment, possess exceptionally strong communication skills, and have the ability to work with a wide-variety of stakeholders, including businesses, local governments, chambers of commerce and other organizations. Proficiency with Microsoft Word, PowerPoint, and Excel is required. The position will be based in Chattanooga but the Regional Director will be expected to travel within the region and occasionally outside the region as a part of his/her role.

Salary:

The Regional Director's salary will be commensurate with previous experience and knowledge. The Regional Director will also receive the state's standard benefits package.

Application Process

Applicants should submit a letter of interest and a current resume to Jennifer.birdwell@tn.gov. Applications will be accepted until April 25, 2014.

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